



# NEW LOADING ZONE INFORMATION

OFFICE OF THE CITY CLERK LICENSE DIVISION  
200 E. WELLS ST. ROOM 105, MILWAUKEE, WI 53202  
(414) 286-2238 [LICENSE@MILWAUKEE.GOV](mailto:LICENSE@MILWAUKEE.GOV)  
[WWW.MILWAUKEE.GOV/LICENSE](http://WWW.MILWAUKEE.GOV/LICENSE)

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## WHAT IS A LOADING ZONE?

- Loading zones are curb spaces set aside for loading and unloading.
- Loading zones are not parking spaces.
- Loading zones are for the use of the general public and are not restricted solely for the use of the permit holders or their patrons.
- Loading zones are to be used for the purpose of, and while actively engaged in, loading and unloading property or passengers.

## HOW TO APPLY FOR THE LICENSE:

- Call Traffic Engineering at (414) 286-8678. They will survey the area, complete their section on the application, and then give you the application.
- Complete the applicable section on the application and sign.
- Submit the application and required fee to the License Division, City Hall, 200 E. Wells Street, Room 105, Milwaukee, WI 53202.
- **Disabled Loading Zone applicants:**  
Also submit a Physician's Certificate of Disability Statement with the application.
- **Non Profit Loading Zone applicants:**  
Also submit proof of nonprofit status (such as a 501(c)(3) form) with the application.

## FEES

- \$275 for each 30 feet or fraction thereof or \$50 for a 30 foot Disabled Loading Zone
- Additional \$60 fee will be charged for each parking meter that needs to be removed, if applicable.
- The fee is due at time of application. Checks should be made payable to the City of Milwaukee. You may also pay online with a credit card after the application has been submitted and an invoice created. The invoice number is needed to pay online.

## APPROVAL/GRANTING OF LICENSES

- If the local alderperson supports your application, the license will be granted by the Common Council. Allow 5-6 weeks for processing.
- If the local alderperson objects to the loading zone, you will be notified by mail. You will then have 10 days to appeal the decision and request to appear before the Licenses Committee.

## LICENSE PERIOD

- License expires 2 years from date of issuance.

## WHO IS ELIGIBLE FOR A DISABLED LOADING ZONE?

- A person with a disability that limits or impairs the ability to walk.
- A person who is blind, meaning central visual acuity that does not exceed 20/200 in the better eye with correcting lenses or a visual field that subtends an angle no greater than 20 degrees.
- A person who is visually impaired, meaning loss of vision that can reasonably be expected to lead to blindness or a loss of vision that represents a handicap to employment or other major life activities.
- A person with a disability, such as, but not limited to, Alzheimer's disease, delayed mental development or brain injury, which compromises the individual's problem-solving or reasoning skills and which makes it necessary for the individual to receive assistance in moving safely between the individual's residence and any vehicle that transports the individual.

## RULES & REGULATIONS

- Milwaukee Code of Ordinances Ch. 101-23.7
- [www.milwaukee.gov/ordinances](http://www.milwaukee.gov/ordinances)